

State of Montana
Office of the State Public Defender

SUPPLEMENTAL REQUEST

FOR PRE-APPROVAL OF CLIENT COSTS

*The assigned attorney is responsible for keeping the pre-approved costs within the pre-approved amount. If costs are anticipated to exceed the pre-approved amount, the task must be resubmitted for approval of a supplemental amount on this form prior to incurring any additional costs. **It is imperative for the requesting attorney to monitor costs expended to date so as not to delay the supplemental process.***

Date

Task Provider's Name

Requesting Attorney's Name

Case Name

OPD Case Number

Original Pre-Approved Amount (attach copy of pre-approval form) _____

Amount of Supplemental Request for Pre-Approval _____

Revised Total Amount Requested for Pre-Approval _____

Justification for supplemental request: _____

Requesting Attorney Signature

Date

The Requesting Attorney must complete and forward this form to the appropriate person for approval:

- The Regional Deputy Public Defender in cases assigned to an FTE, or a non-conflict case assigned to a contract attorney
- The Training Coordinator in cases assigned to conflict attorneys (*Eric Olson, 610 N. Woody, Missoula MT 59802*)
- The Chief Appellate Defender in appellate cases (*Jim Wheelis, PO Box 200145, Helena MT 59620*)

Authorized Signature ☐ Approve ☐ Deny

Date

NOTE: Regional Deputy Public Defenders must submit to the Central Office for approval **if the REVISED TOTAL request equals or exceeds \$1000**. The Chief Public Defender will review FTE attorney requests. The Contract Manager will review contract attorney requests.

For Central Office Use Only (Non-Conflict Cases)

Total Request including Supplemental Amount Equals or Exceeds \$1000

☐ Approve ☐ Deny

Contract Manager/Chief Public Defender

Date